

DODGE COUNTY EXECUTIVE COMMITTEE

February 5, 2018, 8:00 A.M.

FIRST FLOOR – ROOMS H & I AUDITORIUM

DODGE COUNTY ADMINISTRATION BUILDING, JUNEAU, WI 53039

The meeting was called to order at 8:00 a.m. by Dodge County Executive Committee Chairman, Russell Kottke.

Members present: Berres, Kottke, Maly, Marsik, Miller, and Schmidt. Frohling arrived at 8:08 a.m.

Member(s) absent: None.

Others present: Dodge County Administrator Jim Mielke; Dodge County Clerk Karen J. Gibson; Deputy County Clerk Christine M. Kjornes; Corporation Counsel Kimberly Nass; Emergency Management Director Amy Nehls; Dodge County Chief Deputy Sheriff Scott Mittelstadt; Human Services and Health Director Becky Bell; Land Information Director Bill Ehlenbeck; Assistant Highway Commissioner Peter Thompson; Interim ERP Project Director Ross Winklbauer; County Board Supervisor Kira Sheahan-Malloy; County Board Supervisor Jeffrey Caine; County Board Supervisor Allen Behl; and citizen member Jeff Schmitt.

Motion by Maly, seconded by Miller, to approve the Agenda and allow the Chairperson to go out of order as needed to efficiently conduct the meeting. Motion carried.

Supervisor Behl appeared before the Committee as a member of the UW-Extension Education Committee and reported that the UW-Extension Education Committee is in favor of appointed members instead of elected members to the UW-Extension Education Committee. Chairman Kottke stated that this is an agenda item for discussion later at this meeting.

Supervisor Maly reported that there was a mistake on the January 2, 2018 minutes. Supervisor Maly further reported that on page 3 of the minutes, the last paragraph, the second sentence states that the Taxation and Finance Committees would be combined, which is an error and should be amended to read as follows: "Supervisor Frohling stated that the Wisconsin County Association is going to combine its Taxation and the County Organizational and Personnel Committees." Motion by Maly, seconded by Miller, to approve the January 2, 2018 minutes as amended. Motion carried.

Dodge County Chief Deputy Sheriff Scott Mittelstadt provided a brief oral report to the Committee regarding an out-of-state travel request. Mr. Mittelstadt reported that he is requesting that three (3) members of the Traffic Crash Investigation Team attend the Vehicle Forensics and iVe Certification in Pinellas County, Florida, from February 12-16, 2018. Mr. Mittelstadt further reported that this training will provide system analysis of vehicle electronics, as well as the ability to download data from cell phones, and the iVe system also helps provide information in other types of investigations. Motion by Miller, seconded by Marsik to authorize the out-of-state travel request for three (3) members of the Traffic Crash Investigation Team to attend the Vehicle Forensics and iVe Certification in Pinellas County, Florida, from February 12-16, 2018. Motion carried.

Supervisor Behl reported to the Committee that an out-of-state travel request is for 4H/Youth Development Agent Marie Witzel to attend the 2018 Joint Council of Extension Professionals Leadership Conference Development in Orlando, Florida, from February 13-16, 2018. Motion by Schmidt, seconded by Frohling to authorize the out-of-state travel request for 4H/Youth Development Agent Marie Witzel to attend the 2018 Joint Council of Extension Professionals Leadership Conference Development in Orlando, Florida, from February 13-16, 2018. Motion carried.

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Human Services and Health Director Becky Bell provided a brief oral report to the Committee regarding an out-of-state travel request. Ms. Bell reported that she is requesting that Child Protective Services Supervisor Lisa Grycowski attend the Helping Families Change Conference in Santa Rosa, California, from February 28-March 2, 2018. Ms. Bell further reported that the Greater Watertown Community Health Foundation requested that Ms. Grycowski attend this conference, and all expenses will be paid for through the Greater Watertown Community Health Foundation. Ms. Bell reported that the conference will focus on ways to teach parents how to parent. Motion by Schmidt, seconded by Miller to authorize the out-of-state travel request for Child Protective Services Supervisor Lisa Grycowski to attend the Helping Families Change Conference in Santa Rosa, California, from February 28-March 2, 2018. Motion carried.

Dodge County Clerk Karen Gibson provided a brief oral report to the Committee regarding the February 21, 2018 County Board meeting. Ms. Gibson reported that a document entitled *Proposed agenda items for February 21, 2018 CB meeting* was included in the Executive Committee packet materials, which lists twenty (20) items that may be on the February 21, 2018 County Board meeting agenda.

Emergency Management Director Amy Nehls provided a brief oral report to the Committee regarding a request to carry-over funds for tower repainting. Ms. Nehls reported that the request is to carry-over \$12,000 to be used for the original intended purpose of repainting the Fox Lake tower because the contractor was unable to perform the work in 2017. Motion by Maly, seconded by Miller to approve the carry-over of \$12,000 to be used for the original intended purpose of repainting the Fox Lake tower. Motion carried.

Ms. Nehls provided a brief oral update to the Committee regarding the January 15, 2018 Active Shooter Exercise. Ms. Nehls reported that the full-scale exercise took place in the Dodge County Justice Facility in the morning of January 15, 2018, and in the afternoon, an exercise took place at the Henry Dodge Office Building and the Administration Building. Ms. Nehls further reported that due to the weather, the exercise was unable to take place at the Dodge County Highway Department. Ms. Nehls reported that she received positive feedback regarding the exercise. Supervisor Miller commented that she was very impressed with the exercise.

Interim ERP Project Director Ross Winklbauer provided an oral update to the Committee regarding the ERP Project. Mr. Winklbauer provided the Committee with a document entitled *The ERP Project Publication, Enterprise Resource Planning (ERP)*. Mr. Winklbauer reported that the ERP Project will be transitioning into Phase #2, which is the implementation process. Mr. Winklbauer further reported that Tyler Munis team will be onsite February 6-7, 2018, to discuss such topics as scope planning, education planning, communication planning, and resource planning. Mr. Winklbauer reported that GFOA was asked to update the ERP Project Governance Structure. County Administrator Jim Mielke reported that measures will be taken to keep all Committees and departments informed.

Mr. Mielke reported that there are no new claim for damages, but an incident did occur on January 15, 2018 that involved a Dodge County Highway plow truck and a private vehicle in which injuries were sustained by the driver of the private vehicle.

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Mr. Mielke reported that he provided a 2018 Insurance Summary handout, which listed the following: Insurance Type, Insurer, Coverage Limits, Policy Period, and Notes. Supervisor Maly asked about the premiums Dodge County pays. Mr. Mielke answered that he will provide an itemization on premiums at the March 2018 Executive Committee meeting.

Ms. Nass provided an oral update to the Committee regarding the status of contracts being reviewed and/or completed by the Corporation Counsel office.

Ms. Nass provided a brief oral update on activities from the Taxation Committee. Ms. Nass reported that the 2018 In Rem proceedings have been completed for time frame of redeeming, and there were seventeen (17) parcels not redeemed. Ms. Nass further reported that the Monarch Plats agreement is still being worked on. Ms. Nass reported that the bank has paid the 2014 taxes on the abandoned hotel in the City of Watertown, and the City of Watertown has a raze order on the property.

Ms. Nass provided a brief oral report to the Committee regarding a carry-over request. Ms. Nass reported that her department is requesting a carry-over of \$2,400 from the 2017 budget to the 2018 budget for the purpose of covering outside counsel attorney's fees for cases that span multiple years. Motion by Frohling, seconded by Maly to approve the carry-over of \$2,400 for the purpose of covering outside counsel attorney's fees. Motion carried.

Land Information Director Bill Ehlenbeck provided an oral report to the Committee regarding the Gold Star Memorial Trail Project. Mr. Ehlenbeck provided a document entitled *Gold Star Memorial Trail, Phase One Status, February 2, 2018*. Mr. Ehlenbeck reported that the Friends of Dodge County Parks met the fundraising goal of \$650,000 at the end of 2016. Mr. Ehlenbeck further reported that the bidding process began in the Fall of 2017, bids came in at higher amounts than anticipated, and there is a \$94,000 funding gap. Mr. Ehlenbeck reported that due to the Land Resources and Parks Department having an increase in revenues, as well as staff reduction, the department is requesting a carry-over in the amount of \$94,000 to move forward and accept the bid from Woleske Construction. Mr. Ehlenbeck further reported that the request to carry-over funds is an item on the Planning, Development and Parks Committee agenda for their February 5, 2018 meeting.

Ms. Gibson provided a brief oral report to the Committee regarding a Resolution to Alter the Boundaries of Dodge County Supervisory District No. 20, Dodge County Supervisory District No. 21, and Dodge County Supervisory District No. 22, Based on an Annexation. Ms. Gibson reported that the City of Watertown annexed a parcel of real estate located in the Town of Emmet, and this parcel annexed is part of Dodge County Supervisory District No. 20, and it is appropriate to move the annexed parcel into Dodge County Supervisory District Nos. 21 and 22 in the City of Watertown because Dodge County Supervisory District No. 21 consists of Wards 5 and 6 of the City of Watertown, and Dodge County Supervisory District No. 22 consists of Wards 3 and 4 of the City of Watertown. Motion by Frohling, seconded by Maly to approve and forward to the County Board for its consideration at its February 21, 2018 meeting, a Resolution to Alter the Boundaries of Dodge County Supervisory District No. 20, Dodge County Supervisory District No. 21, and Dodge County Supervisory District No. 22, Based on an Annexation. Motion carried.

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The Committee considered and discussed the draft County Board Rules for the 2018-2020 term as prepared by Ms. Nass. It was a consensus of the Committee to include in County Board Rule 1 that the County Board Chair may be an ex-officio member of all standing committees, commissions, and boards, for the purposes of making a quorum, and that the County Board Chair will have the capacity to vote in that situation. It was consensus of the Committee to include in County Board Rule 24 that the time limit allowed for a member to be permitted to speak will be at the discretion of the Chair. The Committee discussed if the Highway Committee members should be appointed or elected. Supervisor Caine, as a member of the Highway Committee, stated that he is in favor of elected members on the Highway Committee. Motion by Schmidt, seconded by Maly to bring a Resolution to the March County Board meeting to change the Highway Committee from elected to appointed. Motion carried 6-1. Miller opposed. The Committee discussed if the UW-Extension Education Committee members should be appointed or elected. Motion by Schmidt, seconded by Marsik to bring a Resolution to the March County Board meeting to change the UW-Extension Education Committee from elected to appointed. Motion carried 6-1. Miller opposed. Ms. Nass will make changes to the draft County Board Rules, and the changes will be brought to the March 2018 Executive Committee meeting.

Mr. Mielke clarified the intent for the March 2018 Executive Committee meeting is to include the following three (3) Resolutions: Highway Committee (appointed or elected members); UW-Extension Education Committee (appointed or elected members); and adoption of the County Board Rules as presented. Ms. Nass commented that the Rules will be adopted as they stand at the April 17, 2018 County Board meeting, not as a Resolution.

Mr. Kottke reported that himself and Ms. Nass attended the Wisconsin Counties Association County Board Organizational meeting and orientation for newly elected County Board Supervisors that was held in Stevens Point, Wisconsin, on January 22, 2018. Mr. Kottke further reported that the April 17, 2018 County Board meeting will include a quorum discussion to be presented by Ms. Nass.

Meeting adjourned at 10:00 a.m. by the order of the Chairman

The next regular meeting is scheduled for **Monday, March 5, 2018, at 8:00 a.m.**



Jeff Berres, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.